# SDAP Help Sheet for Creating New Tests

https://sdap.emetric.net/Portal/ (works best in Google Chrome, Firefox, and Internet Explorer 9)

The following steps will be using two different programs within the eMetric site.

- **iTester** – Used to create Classes and Students, and to schedule tests to a class
- **TestBuilder** – Used to create Tests and Test questions
- In the upper left-hand corner of every textbox is a small icon indicating the program you must be in to continue with the steps.
- To move from one program to another, click on the 🏠 at the top of the screen. Then choose the needed program.

---

**iTester**    **STEP 1**

**Classes** (Class Management) – Click on **Classes**

1) Choose your content area in the upper right-hand corner for **Currently Working In.**
   - This must match the Content Area of the test in Step 2 #3 and Step 4 #1.
2) Click "Create New Class".
3) Create a unique class name.
4) Choose the Content Area. (Remember the Content Area you choose for Step 3 #5).
5) Ctrl-Click, Shift-Click, or click and drag to select the students you want in your class.
6) Click "Add >>"
7) Click "Save**"**

**\*\***You may create your Form and Test, Steps 2 and 3, before you create your Class, Step 1. 🏠

⬇

**TestBuilder**    **ITEMS (optional step)**

\*\*Items is an optional feature that allows you to create your own test questions. You may bypass this step\*\*

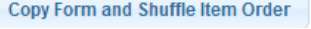**Items** (Test Questions) – Click on **Items**

1) Click "Create Item."
2) Choose either Multiple Choice (MC), Open-Ended, or Technology Enhanced (TEI). Steps for creating MC are here.
3) Name the item to the right (check with your administrators if the item is for the district).
4) Insert a stem (the actual test question), as well as answer choices.
5) Click to mark the correct response above the answer choices (Fill out the scoring rubric if this is an Open-Ended question).
6) Click **Add a Standard**. All items MUST be aligned to a standard.
7) Choose a South Dakota standard or a Common Core standard or both. (May use more than one Standard).
8) Check mark any tools you want students to have available for this question.
9) Choose where you want to save the Item in the Sharing heading (Personal Item Bank or a different group).
10) Click "Save."

➡

**TestBuilder**    **STEP 2**

**Forms** (The Collection of Items) – Click on **Forms**

1) Click "Create Form" (You may also choose a pre-made form to create your test using the other help guide).
2) Name your form and add an optional description.
3) Choose which standards you want to use to make your form. Then choose the content area for the form.
   - The Content Area must correspond to the subject in the **Currently Working in** drop box in iTester.
4) All forms MUST include **Directions**, which show up for the students.
5) Click **Add Items** to choose questions for your form, and then click **Filters**.
   a. (You will be able to choose items from the standard you chose in # 3)  \*\*Use the key search\*\*
   b. Choose which group you want to find your items **\*\*For State items, choose the _State_ bank\*\*** (If no items appear, check the **Group** in **Filters)**
   c. Click **Change** to choose a specific standard to filter the items.
   d. Hover over the magnifying glasses to see the items. Click on items you want in your form. Selected items will turn grey.
6) Exit out of the items window by clicking on the "X". Hover over the magnifying glasses to view your items.
7) Click and drag the items to put them in the order of your liking.
8) Choose where you want to save the Item in the Sharing heading (Personal Item Bank or a different group).
9) To Save the Form either:
   a. Click "Save Form and Create New Test" if you want to move on and create your test (Skip to Step 3 #2).
   b. OR click "Save Form" if you want to see how your test will look to your students or to create a form B.

- Click on 🔍 next to your form to view how the test will look to your students.

- Go back into your form by clicking ✎, and then click on **Copy Form and Shuffle Item Order** to create multiple forms to attach to your test. (This will create a new form that shuffles the order of the questions).

Continue to Step 3 on the back ➡

## STEP 3

**TestBuilder**

**Tests** (The Collection of Forms) – Click on **Tests**

1) Click "Create Test."
2) Name the test something similar to the name of your form.
3) Include an optional description of your test.
4) The standards MUST be the same ones chosen for the form.
5) For **Course**, choose "All Courses" or match with the content area of your created class in Step 1 #4.
6) Choose the dates your test will be published (Can't see summary data until window closes).
7) Attach your form to the test (if it is not already there) by clicking on **Add Existing Form** .
8) 🖨 Click "Save." (To save your test as a PDF, click on next to your test. It will have one question per page).
9) Your test MUST be published! Click on 📶 next to your test. Your test is now published.
10) Click on **Click here to schedule the test.** to schedule your test.
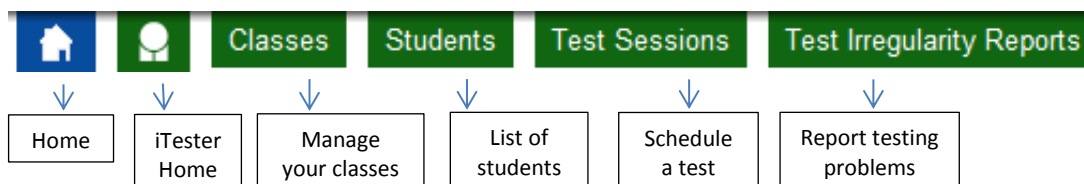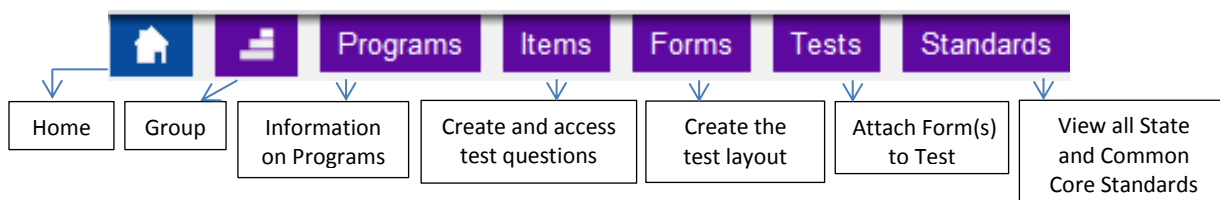11) Skip ahead to Step 4 #5.

🏠

## STEP 4

**iTester**

**Test Sessions** (Schedule a test) – Click on **Test Sessions**

1) Choose your SAME class in the upper right-hand corner for **Currently Working In.**
2) Change **Program** to "Classroom".
3) Select your test next to **Tests:**
4) Click **Schedule Test Sessions.**
5) Choose the form(s) you created on the left and the class(es) you want to take the test on the right.
6) Choose the timeframe your test will be open for your class. (When the students can log in).
7) Click the box next to "Use single password for all students" if you want each student to have the same password (Their usernames will be their unique SIMS Numbers).
8) Click "Schedule Test Sessions".
9) Find all the students' usernames and passwords by clicking "View Details/Student Logins".
10) Select all the students and click "Print Student test logins" to view the students' login information in tabs that can be cut out and distributed to the students. (If nothing shows up, turn off your pop up blocker and try again).

---

## Help Guide for iTester

| 🏠 | 👤 | Classes | Students | Test Sessions | Test Irregularity Reports |
|---|---|---|---|---|---|
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| Home | iTester Home | Manage your classes | List of students | Schedule a test | Report testing problems |

---

## Help Guide for TestBuilder

| 🏠 | ▰ | Programs | Items | Forms | Tests | Standards |
|---|---|---|---|---|---|---|
| ↓ | ↓ | ↓ | ↓ | ↓ | ↓ | ↓ |
| Home | Group | Information on Programs | Create and access test questions | Create the test layout | Attach Form(s) to Test | View all State and Common Core Standards |

---

## Additional Information

** For students to take your test, iTester3 client must be downloaded on the students' computers.**

**Directions to Download iTester3**

1) Technology coordinator or administrator must log into SDAP.
2) Click 🔵 **iTester**
3) Click on the link found in the middle of the screen corresponding to the type of computers your students have.
4) Follow the directions to download.
5) Either download iTester3 on all computers manually (recommended) or download on your network and push out to all computers.

** Students will click on the iTester icon found on the desktop to log in to take the test.

**Data Interaction** – Used to view data (Dakota Step, End of Course, Benchmark, Formative).